



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-90

Date: March 24, 2011

14 FAM 560 ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

Changes

1. 14 FAM 560, Allowable Travel and Miscellaneous Expenses:

- **14 FAM 562.1, Miscellaneous Expenses not Covered by Per Diem, subparagraph a(9):** For USAID only: [ADS 633.3.6.1 Financial Management Aspects of TDY](#), and [ADS 549, Telecommunications Management](#), defines some telephone calls to family as “Official” and allows for reimbursement of those telephone calls when an employee is traveling on government business. See those ADS Chapters for further details;
- **14 FAM 563.2, Personal and Other Expenses, subparagraph a(1):** See USAID exception in 14 FAM 562.1, subparagraph a(9);
- **14 FAM 563.2, Personal and Other Expenses, subparagraph a(4):** exception: per [ADS 633.3.6.3](#), this section does not apply to USAID employees who have four consecutive nights of lodging while on official travel in the CONUS, in which case travelers may claim laundry and dry cleaning expenses as a separate reimbursable miscellaneous expense;
- **14 FAM Exhibit 567.2-2(B), Form DS-3031, Certification for Use of First-Class Air Accommodations:** The exhibit has been deleted. Form DS-3031 is available online; and
- **14 FAM Exhibit 567.2-4, Frequently Asked Questions:** The exhibit has been deleted since current information is available on the Office of Allowances Web site.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 560 (CT:LOG-86, 03-01-2011; 36 pages) and replace it with revised subchapter 14 FAM 560 (33 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-90 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)